

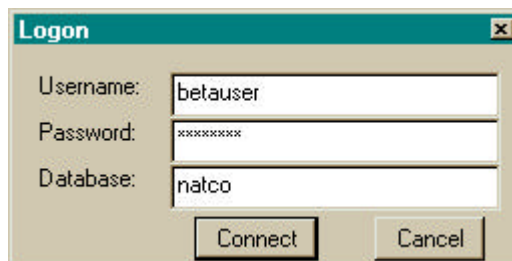
# Scrapie Flock Data Entry Updated 10/25/01

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In this tutorial you'll accomplish the following:

- ✍ Create a Premises record (if needed)
- ✍ Enter Event Summary information
- ✍ Query existing records
- ✍ Enter and update Status Records,

**NOTE:** Access the Generic Data Base system by first double clicking on the APHIS Menu icon. At the logon window enter the assigned username, password and data base and press **ENTER**. Use the **TAB** key to move between the username, password and data base fields



## Function keys

Access a list of function keys from any form by clicking on *Help*, and then *Keys*. If either the **TAB** or **ENTER** key is acceptable, it is shown as **TAB/ENTER**.

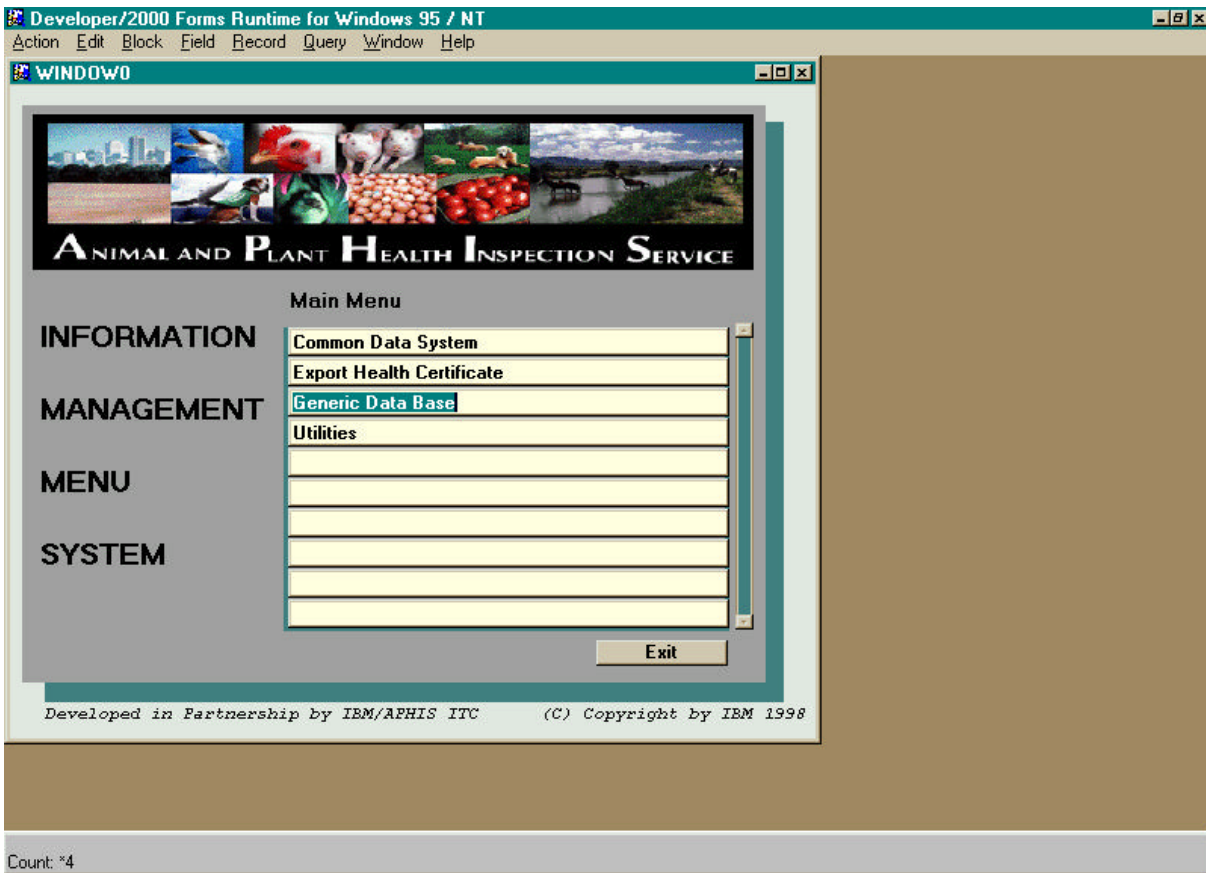
<b>Sh-F2</b>	count records	<b>F9</b>	list values
<b>F3</b>	copy value	<b>F10</b>	commit record
<b>F4</b>	duplicate record	<b>Tab/Enter</b>	next field
<b>Shift-F4</b>	clear record	<b>Shift-Tab</b>	previous field
<b>Shift-F5</b>	clear previous records	<b>Ctl-PgUp</b>	previous block
<b>F6</b>	insert new record	<b>Ctl-PgDn</b>	next block
<b>Shift-F6</b>	delete record	<b>Dn-Arrow</b>	next record
<b>F7</b>	enter query mode	<b>Up-Arrow</b>	previous record
<b>F8</b>	execute query		

In the GDB system, errors and tips are displayed in the lower left side of your screen to guide you through data entry.

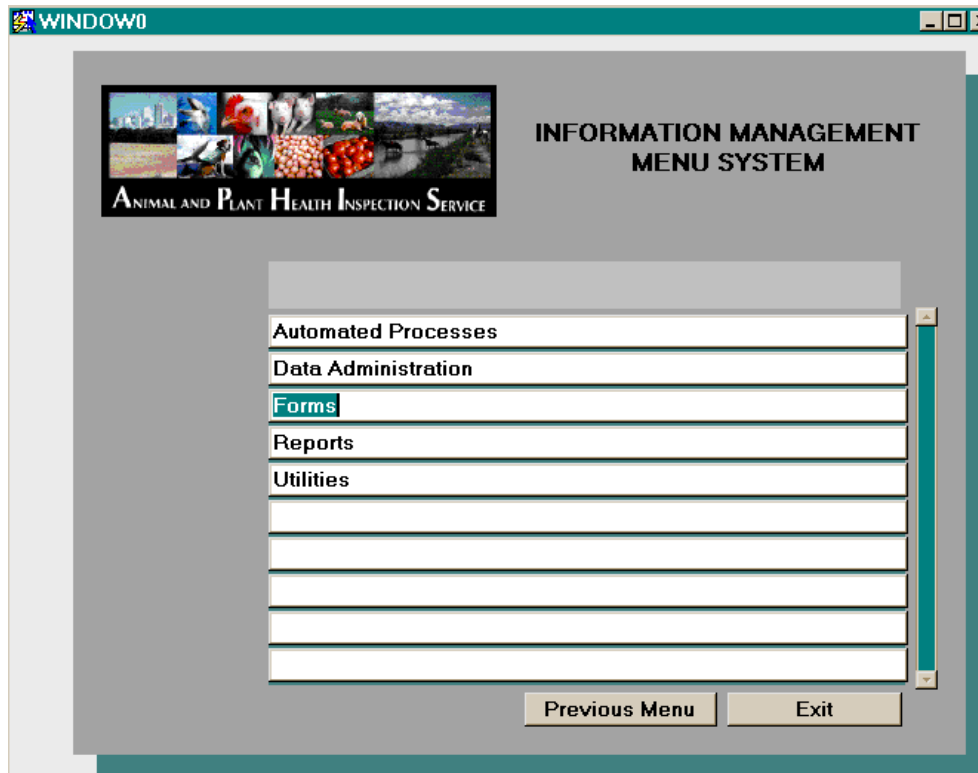
## Exercise 1 - Creating a Premises record

### Step 1

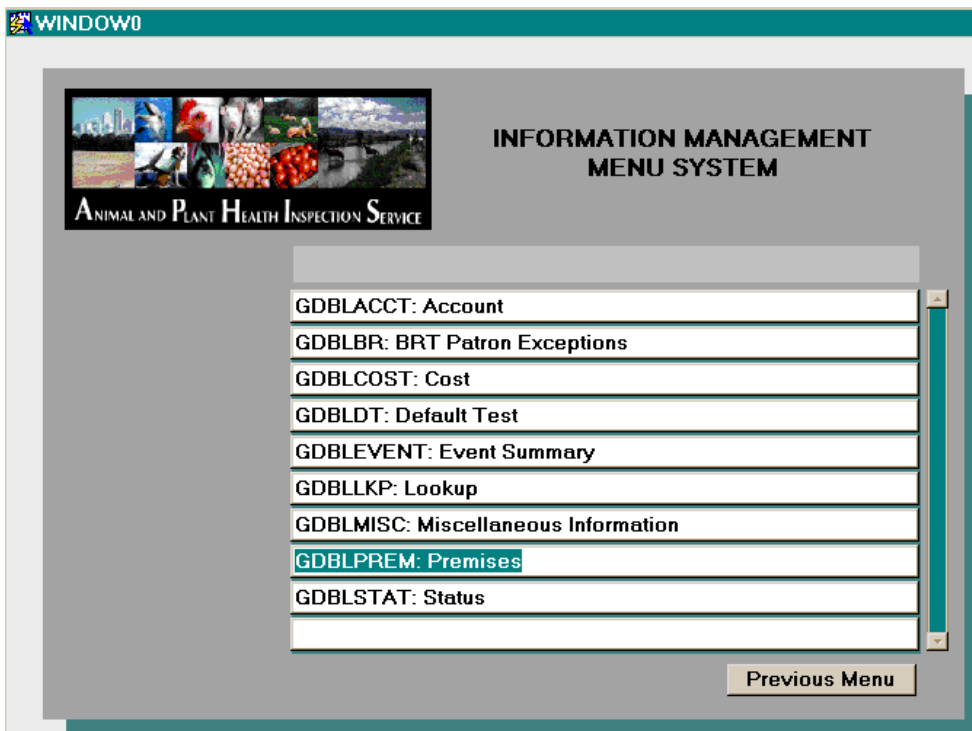
Access the Premises form. Begin by clicking on the *Generic Data Base* option from the Information Management Menu System Main Menu.



Click on *Forms* from the Generic Data Base menu.



Click on *Premises* from the Forms menu.



NOTE: The Premises form, may be accessed by clicking on the Premises button in Event Summary, Status or Misc-Info forms.

## Step 2

Enter a premises ID and press **ENTER**.

The screenshot shows the GDB\_PREM form with the following sections:

- PREMISES INFORMATION:**
  - Prem ID:
  - Name:
  - Address:
  - City:
  - State:  Zip Code:
  - County:
  - Front Gate Latitude(+):  Front Gate Longitude(-):  Geo Source:
  - Township:  Range:  Section:  Quarter Section:  Datum:
  - User Field 1:  User Field 2:  User Field 3:
  - Remarks:
- CONTACT:**
  - Last Name:
  - First Name:  MI:
  - Address:
  - City:
  - State:  Zip Code:
- PREMISES COMMUNICATIONS:**

Priority	Premises/Contact	Comm Type	Communications Information
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- SUPPLEMENTAL INFORMATION:**
  - Prem Type:   Species:   Active (Y/N):  NR Animals:  Geo Source:
  - Latitude(+):  Longitude(-):  Datum:
  - Geo Loc1y:  Geo Loc1x:
  - Geo Loc2y:  Geo Loc2x:
  - Geo Loc3y:  Geo Loc3x:
  - Geo Loc4y:  Geo Loc4x:
  - User Field 1:
  - User Field 2:
  - User Field 3:
  - Remarks:

Buttons at the bottom:

NOTE: The Premises ID may be based on a premises name (i.e., George Washington may be WASHINGG). If the data base has two owners with the same name, a minor variation is sufficient (i.e., WASHINGGO). Our recommendation for a standard Premises ID is 7 or 8 characters of the last name plus initials of first and middle names. States may select whatever system works best for them.

## Step 3

Enter the name of the premises owner (or the business name or the herd name) in the name field. Enter the last name first, add a space, enter the first name and press **TAB/ENTER**. The information entered will automatically be added in the Contact Information fields. Information entered in the Name, Address and City fields is automatically init-capped.

NOTE: All names should be entered in the standard format of Last Name, First Name, Middle Initial. **Do not use any punctuation.** If you enter a business or herd name in the Name field, you might want to edit the Contact Information. Otherwise, mail will be delivered to the business or herd name. If the address of the contact person is different than the premises address, you may wish to change the address in the contact block as well.

Don't enter premises records for premises in other states without checking with that state's scrapie representative.

## Step 4

Enter the address information. Do not use any punctuation when entering addresses. Press **F9** or click on the **L** button to access a list of values for the County field. To quick search the list, place the cursor to the left of the % sign in the Find box at the top of the list. Enter the first two or three letters of the county and click on the **Find** Button. Once the county code or name is highlighted, click **OK**. The county code and name will be entered. Enter the Volunteer Scrapie Flock Certification Program ID in User Field 3. Use **Tab** or **Enter** to move to the Front Gate Latitude field.

## Step 5

Enter the Front Gate Latitude in the format *nn.nnnnnnn*. Enter the Front Gate Longitude in the format *-nnn.nnnnnnn*. Click the down arrow on the Geo Source box and select which method was used to collect the coordinates: **AG** = address geocoding; **DA** = digital atlas (i.e., Street Atlas USA); **GPS** = Global Positioning System receiver; **MAP** = hard copy map; **OTH** = other method. Press **Tab** or **Enter**, click the down arrow in the **Datum** box, and select the map datum, if known. The choices are **NAD27**, **NAD83**, **NSG**, **ST PLANE**, **UTM**, **WGS84**, **OTHER**, and **UNK**. Press **Tab** or **Enter** to move to the Township field. Enter the Township in the format *TnnnN* or *TnnnS*. Enter the Range in the format *RnnW* or *RnnE*. Township and Range entries can be from one to three whole numbers. Press the **Tab** or **Enter** key and enter the appropriate section number (1-36) and quarter section (NE, NW, SE, SW), if known. Press **CTRL-PGDN** to access the Premises Communications block. You may also use the mouse and click in the Priority field.

## Step 6

The Premises Communications block specifies the first point of contact for the premises, and how that person should be contacted. In the first row, numerically indicate the priority (1,2, or 3) of the contact person and whether this information refers to the premises itself (P) or the contact person (C). For example, if the person can be reached at the premises, place a P in the Premises/Contact field. If the contact person should be contacted at the address listed under the

Contact block, enter a C in the Premises/Contact field. Next, indicate the type of communication (e-mail, fax, phone, website, or other) and the specific communication information (i.e., phone number, e-mail address, fax number). Press **Tab** or **Enter** between each entry, except at the end of the final line of data.

NOTE: Pressing the **Tab** or **Enter** key or placing the cursor in the next line of the Premises Communications block will require data to be input on this line before the cursor will move to the Supplemental Information block. To avoid this problem, choose **Ctrl PgDn** instead of **Tab** when all communications information for this block have been entered. If there are no communications information to enter, press **Ctrl PgDn** twice to skip this block.

Reports will display the lowest priority number for selected premises or contacts. Press **CTRL-PGDN** to access the Supplemental Information block. You may also use the mouse and click in the Prem Type field.

NOTE: Multiple Supplemental Information records can be created for each premises. However, the Prem Type and Species combination must be distinct for each record created, i.e., FRM-BOV, FRM-POR, CSL-POR, FTF-POR. Prem Type and Species information must be entered in order to commit a Premises Supplemental record. At least one Premises Supplemental record is required for each Premises record.

## Step 7

Enter the Prem Type and press **TAB/ENTER**. If the code for the Prem type is not known, click the **L** button or press **F9** for a list of values.

Prem type codes most commonly used for Scrapie include:

BRD - Breeders (primary source of income is sale of breeding stock )

CL - Club lamb (primary source of income is sale of club lambs)

COM - Commercial Breeders (primary source of income is sale of lambs and/or wool)

FDL - Feedlots

DRY - Dairy

OTH - Other

UR - University research

ZOO - Zoos

## Step 8

Enter the Species and press **TAB/ENTER**. If the code for the Species is not known, click the **L** button or press **F9** for a list of values. The most common species codes for scrapie are: OVI (ovine - sheep) or CAP (caprine - goats).

## Step 9

Enter the number of animals in the flock and press **TAB/ENTER**.

## Step 10

The Geo Locator y (latitude) fields will only accept **new** data in the format *nn.nnnnnnn*. Geo Locator x (longitude) fields accept data in any format. An existing premises record may display Geo Locator y coordinates that were not originally entered in the *nn.nnnnnnn* format. However, if any change is made to the incorrectly formatted Geo Locator y entries, the record will not recommit until the correct format is used. Use the **Tab or Enter** key to move to the next field.

NOTE: Changes can be made to other fields within the Premises Supplemental Information block even if data in the Geo Locator y field are incorrectly formatted. The record will be recommitted provided no modification has been made to the existing Geo Locator y data.

NOTE: Data entry in the Latitude or Longitude Geo Locator fields is not possible until data has been entered in the Front Gate Latitude and Longitude fields of the Premises Information block.

## Step 11

If the Geo Source and Geolocator fields are used, refer to the “Guidelines for using Geolocator fields in the Generic Data Base.” In the Geo Source field, enter the code indicating the source of coordinate data and press **TAB/ENTER**.

The Supplemental Information block contains four pairs of geolocator fields which may be used to designate the location of any group of animals associated with a premises. Coordinate readings may be taken at each corner of a pasture, for example. Conversely, a single pair of coordinates may also be used to define the general location of a group of animals, especially if the area where the animals are kept is fairly small.

NOTE: Geographic locators (latitude and longitude coordinates) should be entered in decimal degree format. Most GPS receivers can be set to automatically output geographic coordinates in decimal degrees. For example, the coordinates for Fort Collins are  $x = -105.811111$ ,  $y = 40.663611$ . If conversion is necessary, the file **convertlonglat.123** can be used to convert longitude and latitude readings from degrees, minutes, seconds to decimal degrees.

NOTE: Data entry is optional in all fields except Prem Type and Species. Codes may be defined by the user for the User Fld 1, 2, 3 fields. In the Remarks field, the user may add additional information about the premises, type of operation, species or location.

## Step 12

Enter breed codes from the tables below into user fields 1, 2, and 3 in the **Supplemental Information Block**. This field(s) must be entered for scrapie reports to run correctly. Additional breed information can be entered into the remarks field. If the breed is not specified, ask the field person to determine the animal's breed.

## Step 13

Press **F10** to commit the record. Exit the form by pressing **CTRL-Q** or clicking on the **Exit** button.

NOTE: If a premises has both sheep and goats, an additional **Premises Supplemental** record should be created. To create another record, press **Dn-Arrow** with the cursor in the Premises Supplemental block. A new Premises Supplemental form will display. Enter values for a new Prem Type and Species, and breed(s) (user fields 1, 2, and 3 in the **Premises Supplemental** form) and commit the record by pressing **F10**.



**OVINE BREED Codes for Premises Supplemental User Fields 1, 2, and 3**

BB	Barbados Blackbelly	LE	Leicester
BC	Border Cheviot	LI	Lincoln
BL	Leicester	ME	Merino
BM	Booroola Merino	MT	Montadale
BW	Black Welsh Mountain	MU	Multiple Breeds Present
BX	Blackface Cross	MX	Mixed Breed
CA	Canadian Arcott	NA	Navajo
CD	California Red	NC	N. Country Cheviot
CF	Clun Forest	NS	Not Specified
CH	Charolais	NT	Natural Colored
CM	California Variegated Mutant	OT	Other
CO	Columbia	OX	Oxford
CP	Coopworth	PA	Panama
CR	Corriedale	PE	Perendale
CT	Cotswold	PO	Polypay
CV	Cheviot	RA	Rambouillet
CX	Columbia Cross	RM	Romnelet
DE	Debouillet	RN	Romanov
DH	Horned Dorset	RO	Romney
DM	Delaine-Merino	SB	Scottish Blackface
DO	Dorset Down	SC	St Croix
DP	Polled Dorset	SH	Shetland
DR	Dorper	SO	Soay
DW	White Dorper	SR	Shropshire
EF	Eastern Friesian	ST	Southdown
FI	Finn	SU	Suffolk
FN	Finnish Landrace	TA	Targhee
HA	Hampshire	TE	Texel
IC	Icelandic	TU	Tunis
JE	Jacob	TX	Texel Cross
KA	Karakul	WX	Whiteface Crossbred
KT	Katahdin	XX	Crossbred

**CAPRINE Breed Codes for Premises Supplemental User Fields 1, 2, and 3.**

AG	Angora	NU	Nubian
AL	Alpine	OT	Other
BO	Boer	PG	Pygora
CS	Cashmere	PY	Pygmy
LN	La Mancha	SA	Saanen
MU	Multiple Breeds Present	SP	Spanish
MX	Mixed Breed	TO	Toggenburg
ND	Nigerian Dwarf	XX	Crossbred
NS	Not Specified		

## Exercise 2 - Entering Event Summary records

### Step 1

Access the Event Summary form. Begin by clicking on the Generic Data Base option from the Main menu. Click on Forms from the Generic Data Base menu. Click on Event Summary from the Forms menu.

**Developer/2000 Forms Runtime for Windows 95 / NT**

Action Edit Block Field Record Query Window Help

**WINDOW0**

**DISEASE PROGRAM INFORMATION**

Disease: SCR L  
Species: OVI L  
Event Type: INSP L

**PREMISES QUERY**

Prem ID:  Prem Name:   
Address:   
City:  State:   
Zip:  County:   
County Name:

**EVENT SUMMARY INFORMATION**

Prem Id:  Es Nr:  Entry Date:   
Prem State:  Species:  Entry State:   
Prem Type:  Disease:  Event County:   
Event Type:  V Nr Normal:  NA:   
Insp Date:  Nr Not Normal:  NA:   
Insp Rsn:  V NA:   
Event Seq Nr:  Total:  NA:   
Event2 Date:  NA:  V NA:   
Inspector Id:  L NA:  L Meets Std (U1):   
InspectorState:  L NA:  L Anim Cond(U2):

Enter a query; press F8 to execute, Ctrl+q to cancel.  
Count: \*0 ENTER QUERY

### Step 2

The cursor will be located in the Disease field of the Disease Program Information block. The form is in Query mode. Select the label set desired, by selecting disease (SCR), species (OVI or CAP) and event type (INSP for Inspections, INVEN for Inventory, TEST for Test) from the drop down menu that appears when the "L" is clicked on.

Press **F8** to execute the query. If the query is successful, the cursor will move to the Prem ID field of the Premises Query block in Query mode.

NOTE: The label set can be changed for any change in event type, or species as needed to start a new Event Summary record. Press **CTRL-PGUP** until you access the Disease Program Information block or use the mouse and click into one of the fields in the block. Press **F7**, enter the criteria for the label set and press **F8**.

### Step 3

From the Premises Query block, enter a Prem ID or other premises selection criteria and press **F8** to execute the query.

NOTE: Query information can be entered in any field of the Premises Query block except the Co Name field, which is a display field. Queries in the Prem Type/Species sub block will not be executed until a Premises has been retrieved. The Species code found in the Event Summary block will match the Species code displayed in the Premises Query sub block. If data entry has not begun and the Prem Type/Species retrieved in the Premises Query sub block are not suitable for the Event Summary record to be made, press **CTRL-PGUP** or place the cursor in the Prem Type/Species field. Scroll through the list of Premises Supplemental records, select the appropriate Prem Type and Species and press **CTRL-PGDN** to return to the Event Summary Information block. If the Prem Type/Species does not exist, enter a new Supplemental Information record using the Premises form. (See Exercise 1.)

### Step 4

Enter additional information in the Event Summary Information block as needed. Data entry in highlighted (or shaded) fields is required. Dates must be entered in the following format DD-MON-YYYY (example 02-MAR-2000). If you have placed the cursor in a required field, but you don't know what value to enter, press **F9** or make any entry (such as an "X") and press **ENTER**. When an invalid entry is entered, a drop-down list will appear. Make the selection desired and click **OK**. The same drop-down list will appear if you click on the **V** button before placing the cursor in the required field. Fields with the **V** button require valid values and the system checks entries against the Lookup table. **Note:** Paycode is a required field in the GDB, but a field not needed for Scrapie. Enter **0** because you have to enter something. Press **F10** when data entry is complete to commit the record.

For scrapie, the event\_type code most frequently used is INSP. Codes for the inspection reason field include:

CULL cull ewe inspection

CSUS clinically suspicious

ENRL inspection for enrollment into the scrapie flock certification program

EXPOSE exposed animals

HIGH high risk animals

ROUE routine inspection of a complete monitored flock

ROUR routine inspection of a certified flock

ROUS routine inspection of a selective monitored flock

Other event types for non-inspection situations include

INV investigation

NECR Necropsy and sample collection

Whether or not the flock meets standards and the animals are in normal condition are entered in two fields in the lower right corner. These fields are called "Meets Std (U1)" and "Anim Cond (U2)" if you are using an INSP label set (Otherwise they are labeled user field 1 and user field 2). A list of valid codes is available for those two fields. For "Meets Standards" use MEETS, FAILS or NA (if it isn't a program inspection). For animal condition use NORMAL or SUSP.

NOTE: Fields with a **L** button do not require a validated entry, but a list of recommended values is available. Display the list by clicking on the **L** button or pressing **F9**. Be sure to commit the Event Summary record before accessing the Sample form or starting another Event Summary record. Certain features of the forms that help speed up data entry will not work if you do not commit the record.

## Step 5

When data entry for Event Summary records is complete and all records have been committed, press **CTRL-Q** or click the **Exit** button to return to the Forms menu.

## Exercise 3 - Querying existing records

### Query Event Summary and Status records

When you first access the Event Summary form, the cursor is located in the Disease Program Information (Label Query) block in Query mode. Select an appropriate label set and press **F8** to retrieve the label set and move the cursor to the Prem ID field of the Premises Query block. You can query Event Summary records with or without first querying premises information. If you decide to query premises information, the Event Summary records later retrieved by another query may or may not relate to the premises information displayed in the Premises Query block depending on your search criteria. The two blocks query records independently. If you do not want to query premises information first, press **CTRL-Q** to cancel Query mode in the Premises Query block. The cursor moves to the Event Summary block. From here you can press **F7**, enter the search criteria desired and press **F8** to execute the query. The value entered for disease in the Disease Program Information block and the value for Prem ID in the Premises Query block, if entered, default as search criteria.

NOTE: Remember, the Premises Query block and the Event Summary block query records independently. Check to see that the Premises ID displayed in the Premises Query block matches the Premises ID of the Event Summary block.

NOTE: Remember that the % symbol can be used as a "wildcard" for queries. For example, if you wanted to search on all the Bakers in the database, you could enter **F7** and then enter Baker% in the prem name field of the Premises Query block and press **F8** to execute the query. The first Baker in the database will appear and the cursor will be in the Event Summary block. To return to the Premises Query block to scroll through the other Bakers in the database, move your cursor to the Premises Query block, or press **Ctl-PgUp** twice. Then, use your down and up arrow keys to scroll through the Baker premises records. Once you've found the premises you wish to query data (for example Karl and Priscilla Baker) press **Ctl-PgDn** twice to get to the Event Summary block, then press **F8** to query the event summary records for the premises. You can then scroll through the event summary records for the premises by using your down and up arrow keys. Note that there may be some TB event summary records that show up. This is because the NATCO database contains both TB and Scrapie data.

Records can be queried in the Status table the same way they are queried in the Event Summary table.

NOTE: Query information can be entered in any field of the Premises Query block except the Co Name field, which is a display field. Queries in the Prem Type/Species sub block will not be executed until a Premises has been retrieved. The Species code found in the Status Information block will match the Species code displayed in the Premises Query sub block. If data entry has not begun and the Prem Type/Species retrieved in the Premises Query sub block are not suitable for the Status record to be made, press **Ctl-PgUp** or place the cursor in the Prem Type/Species field. Scroll through the list of Premises Supplemental records, select the appropriate Prem Type and Species and press **Ctl-PgDn** to return to the Status Information block. If the Prem Type/Species does not exist, enter a new Supplemental Information record using the Premises form. (See Exercise 1.)

## Exercise 4 - Entering Status records

### Step 1

Access the Status form. Begin by clicking on the Generic Data Base option from the Main menu. Click on Forms from the Generic Data Base menu. Click on Status from the Forms menu.

The screenshot shows a Windows 95 application window titled "Developer/2000 Forms Runtime for Windows 95 / NT". The window contains a form with three main sections:

- DISEASE PROGRAM INFORMATION:** Contains fields for Disease (SCR), Species (OVI), and Status (COMP). Each field has a small "L" button next to it.
- PREMISES QUERY:** Contains fields for Prem ID, Name, Address, City, State, Zip, and County Name.
- STATUS INFORMATION:** Contains a large number of fields for status information, including Prem\_id, Prem State, Status, Issue Nr, Enroll Rsn, Enroll Date, Person Id, Person State, Test Interp, Prem Type, Species, Disease, Release Rsn, Release Date, Nr Anim, Es Nr, Case Nr, Entry State, Iss Entry Date, Rel Entry Date, Ref 1 (Unit), Ref 2, User 1, User 2, User 3, Remarks, Ind id, Nr in Lot, NA1, NA2, NA3, and Status Date. There are also buttons for "Sample Case Info" and "Status Case Info".

At the bottom of the form, there are buttons for "Premises", "Person", "New", "Clear", "Save", and "Exit". A status bar at the very bottom of the window displays the text: "Enter a query; press F8 to execute, Ctrl+q to cancel. Count: \*0 ENTER QUERY".

### Step 2

The cursor will be located in the Disease field of the Disease Program Information block. The form is in Query mode. Select the label set desired, by selecting disease (SCR), species (OVI or CAP) and status: (CERT, COMP, SELECT, QUAR, INFECT, or SOURCE) from the drop down menu that appears when the "L" is clicked on.

Press **F8** to execute the query. If the query is successful, the cursor will move to the Prem ID field of the Premises Query block in Query mode, and there will be labels next to the fields in the Status Information block.

## Step 3

From the Premises Query block, enter a Prem ID or other premises selection criteria and press **F8** to execute the query. Note that the TB program is using the same tables, so their data will also appear when you query information in the scrapie national (NATCO) database.

## Step 4

Fill in the Status record. Many fields will already have information in them (e.g. Prem id, Prem State, etc.) The Entry State has a default of NA. **Be sure to update the Entry State field with your state's abbreviation.**

A description of Status codes, issue and release reasons for given statuses are shown on the next page. Don't enter statuses for out-of-state flocks without talking to the scrapie data entry person in that state.

Flocks with both sheep and goats will need separate statuses for each species. If the entire flock is enrolled in the complete monitored program they will need 2 COMP statuses - one for the OVI and one for the CAP.

To release/update a Status, query the label set and premises as in steps 2 and 3. Put your cursor in the Status Information Block by either by pressing **Ctl-PgDn** twice, or place the cursor in the Status Information block by clicking your mouse anywhere in the block. Query the status records for the premises by pressing **F8**. To find the status record you wish to update, use the down arrow key. Release the status by entering a release reason, and a release date. Note that the Scrapie web pages for Infected and Source flocks ([http://www.aphis.usda.gov/vs/scrapie/sis\\_stat\\_inf.html](http://www.aphis.usda.gov/vs/scrapie/sis_stat_inf.html)) or for flocks in the VSFCP ([http://www.aphis.usda.gov/vs/scrapie/sis\\_stat\\_rpt.html](http://www.aphis.usda.gov/vs/scrapie/sis_stat_rpt.html)) list only those flocks that DO NOT have a release date. The web sites are updated daily, and flocks released from status will not show up on the web page the following day. Checking the web sites is one way to check your data entry.

Press **F10** when data entry is complete to commit the record.

## Step 5

When data entry for Status records is complete and all records have been committed, press **CTRL-Q** or click the **Exit** button to return to the Forms menu.



## Exercise 5 - Entering Status codes for enrollment into the Scrapie Flock Certification Program

Note: The old EFFECT, ENROLL and CRT statuses are obsolete. Do not enter those old codes for newly enrolled flocks. All old records with statuses of EFFECT, ENROLL and CRT were released and new records were created with the codes reflecting the new program statuses. To enter these statuses, use the label set indicated, following the instructions for Exercise 4, Step 2. Query the premises as in Step 3, and use these codes for filling in the Status Information block as in Step 4. To update/release statuses, follow the directions in step 4 for releasing/updating a status.

### **Flocks pending enrollment**

Label set = SCR, OVI or CAP, COMP

Status = PEND

Issue reason = APP

Status date = Enter date application was signed by the owner

When the flock has been accepted into the program, you can release the PEND status record and give the flock a COMP or SELECT status record

### **Complete monitored flocks that are not yet certified**

Label set = SCR, OVI or CAP, COMP

Status = COMP

Fill in Enroll date field and Status date field with the flock's enrollment date and status date

Issue reason = MET (met requirements)

If the status date changes for a flock, update the status date field and commit the change by pressing **F10**. There is no need to release and re-enter statuses for status date changes. Of course, if they drop out of the program you will need to release the status. If they rejoin, you will need to give them a new status record. That way a history is maintained.

### **Selective monitored flocks**

Label set = SCR, OVI or CAP, SELECT

Status = SELECT

Issue reason = MET

Fill in enroll date

### **Certified flocks**

Label set = CERT

Status = CERT

Issue reason = MET

Fill in enroll date and cert date. Certification date should be the date they attained certification, not their five-year-old status date. For these flocks, be sure to release their COMP status record by entering a release reason of ADV and a release date

### **Status codes for Infected, Source, Trace flocks, and other statuses**

To enter these statuses, use the label set indicated, following the instructions for Exercise 4, Step 2. Query the premises as in Step 3, and use these codes for filling in the Status Information block as in Step 4. To update/release statuses, follow the directions in step 4 for releasing/updating a status.

### **Flocks pending designation (i.e. pending designation as infected or source flock)**

Label set = SCR, OVI or CAP, INFECT

Status = PDESIG

Issue reason: OTH

PDESIG status should be entered as soon as a confirmation of a positive animal in a flock is received from NVSL.

### **Infected flocks**

Label set = SCR, OVI or CAP, INFECT

Issue reason = INF

Status = INFECT

Flocks must be designated within 15 days of receiving confirmation of a positive animal in the flock from NVSL. The new status must be entered within five days of the flock being designated (be sure to release the PDESIG status record for the flock).

The status record can be released (enter an appropriate release reason, and a release date) when the flock has completed a flock plan. Infected flocks on a flock plan or Post-exposure monitoring and management plan should have an additional status record of PLAN or PEPLAN. Also, a HOLD status record should be entered if movement restrictions are in effect.

### **Flocks under a standard or pilot flock plan**

Label set = SCR, OVI or CAP, INFECT

Status: PLAN

Issue reasons: PILOTG = Pilot flock plan: genetics, test and removal

PILOTR = Pilot flock plan: test and removal

STAND = standard flock plan

### **Flocks under a post-exposure Monitoring and Management Plan**

Label set = SCR, OVI or CAP, INFECT

Status = PEPLAN

Issue reason: FPS = flock plan started

### **Trace flocks**

Label set = SCR, OVI or CAP, SOURCE

Status = TRACE

Issue reason = TRA

Complete the fields: Hrd of Origin (R1) , Prem St (R2)

### **Source flocks**

Label set = SCR, OVI or CAP, SOURCE

Status = SOURCE

Issue reason = SOU

Complete the fields: Hrd of Origin (R1) , Prem St (R2)

### **Flocks where movement of animals is restricted**

Label set = SCR, OVI or CAP, QUAR

Status = HOLD

Issue reasons: SOU = Source flock not on plan

INF = Infected flock not on plan

PILOTG = Pilot flock plan: genetics, test and removal

PILOTR = Pilot flock plan: test and removal

STAND = Standard flock plan

PEPLAN = Post-exposure Monitoring and Management Plan

### **Flocks under investigation**

Label set = SCR, OVI or CAP, INFECT

Status = INVEST

Issue reasons: POS = trace of test positive animal from flock

TRA = Trace of exposed or high risk animal into flock

SA = Suspect animal (clinical suspect or live animal test positive animal) in flock

EXP = any other potential exposure

### **Flocks containing exposed animals**

Label set = SCR, OVI or CAP, INFECT

Status = EXPOSE

Issue reasons: LO = flock contains animals that are exposed but not high risk

HI = flock contains animals that are high risk

SA = flock contained a clinical suspect or live animal test positive animal  
that was not submitted for confirmatory diagnostic testing

### **Flocks scheduled for testing**

Label set = SCR, OVI or CAP, INFECT

Status = TEST

Issue reasons - INVEST = Investigation of potential exposure

PILOTG = Pilot flock plan: genetics, test and removal

PILOTR = Pilot flock plan: test and removal

STAND = standard flock plan

**Valid Status Issue Reason Codes**

ACC Accepted into program  
APP Application received  
EXP Exposed  
FPS Flock Plan started  
HI High risk animals  
INF Infected  
INVEST Investigation of potential exposure  
LAM Lambs from High/Low Risk  
LO Lower Risk animals  
MET Met requirements  
NI Not in Voluntary Program  
OTH Other  
PEPLAN Post Exposure Monitoring  
    And Management Plan  
PILOTG Pilot Flock Plan: genetics and  
    Removal  
PILOTR Pilot Flock Plan: test and removal  
SA Suspect Animal  
SOU Source  
STAND Standard Flock Plan  
TRA Trace

**Valid Status Release Codes**

ACC Accepted into program  
ADV Advanced to Next Class  
BLS Bought from Lower Status  
CLS Contact with Lower Status  
DO Dropped out of Program  
DSC Diagnostic Sampling Complete  
FPC Flock Plan Complete  
HD Herd Depopulated  
INF Infected  
NEF Notification of Epi Findings  
NFT No Further Traces  
NMS Not Meeting Standards  
OTH Other  
SAR Sold Animals at Risk  
SOU Source  
SSD Signs Suggestive of Disease  
TRA Trace

## Exercise 6 - Scrapie Tag Data Entry - For tags issued previous to manufacture's web page

### Step 1

Access the Premises form. Begin by clicking on the Generic Data Base option from the Main menu. Click on Forms from the Generic Data Base menu. Click on Premises from the Forms menu.

### Step 2

Perform a query on an existing Prem ID. Check to ensure that the Premises record has the Flock ID entered in the Premises Supplemental User Field 1. In the example below, the Prem ID does not match the Flock ID (IA05). Each state will determine if the two IDs must match, but even if they are different, a Flock ID must be entered.

Developer/2000 Forms Runtime for Windows 95 / NT

Action Edit Block Field Record Query Window Help

GDB\_PREM

**PREMISES INFORMATION**

Prem ID: 0090533SM Query Owner Premises

Name: Crane Creek Operations

Address: 3061 160th Street  
3061 160th Street

City: Sumner

State: IA Zip Code: 50674

County: 017 L Bremer

Front Gate Latitude(+): Front Gate Longitude(-): Geo Source: Datum:

Township: Range: Section: Quarter Section:

User Field 1: User Field 2: User Field 3: IA05

Remarks: fax:319)279-3298

**CONTACT**

Last Name: Mitcham

First Name: Stephanie MI:

Address: 2427 220th Street

City: Tripoli

State: IA Zip Code: 50676

**PREMISES COMMUNICATIONS**

Priority	Premises/Contact	Comm Type	Communications Information
1	P	Phone	3195785665
2	C	Phone	3192793270

**SUPPLEMENTAL INFORMATION:**

Prem Type: BRD L Species: CAP L Active (Y/N): NR Animals: 125 Geo Source: Datum:

Latitude(+) Longitude(-)

Geo Loc1y: Geo Loc1x: User Field 1: IA05

Geo Loc2y: Geo Loc2x: User Field 2: BO

Geo Loc3y: Geo Loc3x: User Field 3: AG

Geo Loc4y: Geo Loc4x:

Remarks:

Count: \*1

## Step 3

Access the Miscellaneous Information form. Begin by clicking on the Generic Data Base option from the Main menu. Click on Forms from the Generic Data Base menu. Click on Miscellaneous Information from the Forms menu.

## Step 4

Perform a query on the label set SCR, OVI, and TAG. Perform a second query in the Premises Query block. For query criteria enter the Flock ID, Rec Type = OTH, Info Type = TAG.

The screenshot shows a Windows 95 application window titled "Developer/2000 Forms Runtime for Windows 95 / NT". The application has a menu bar with "Action", "Edit", "Block", "Field", "Record", "Query", "Window", and "Help". The main window is divided into three sections:

- DISEASE PROGRAM INFORMATION:**
  - Disease:  L
  - Species:  L
  - Info Type:  L
- PREMISES QUERY:**
  - Prem ID:
  - Name:
  - Address:
  - City:  State:
  - Zip:  County:
  - County Name:
- MISCELLANEOUS INFORMATION:**
  - TAG REC NR:
  - Rec Type:  V
  - Species:  V
  - Disease:  V
  - Entry State:
  - Info Type:  L
  - Recv Prem ID:
  - Prem State:
  - Prem Type:
  - Es Nr:
  - Seq Nr:
  - Low Tag:
  - High Tag:
  - Recv Person:
  - Flock ID:
  - Dist Date:
  - Remarks:

At the bottom of the form are buttons: **New**, **Clear**, **Save**, and **Exit**. The status bar at the bottom left shows "Count: 0".

## Step 5

Enter the low tag and high tag of a series of numbers in the Low Tag and High Tag fields. In the example above, Crane Creek Operations has tags 1A05-001 to 1A05-100. The flock has been issued every tag in this range. The distribution date (date the tags were sent to the flock) must also be entered. Enter the name of the person receiving tags in the Recv Person field.

Note: If a flock has IDs that are nonconsecutive (i.e., 1,2,3,4,7,8,10), more data entry is required. Three Miscellaneous Info records are needed, one for low tag 1 and high tag 4, another for low tag 7 and high tag 8, and a third for low tag 10 and high tag 10. Be sure to save each record by clicking the **Save** button, or by pressing **F-10**.

## Exercise 7 - Scrapie Tag Data Entry - When tag manufacturers issue tags via web page

### Step 1

Producers who receive tags must have created a Premises and Premises Supplemental record complete with a Scrapie Flock ID or Tag ID. Follow steps in Exercise 1 to create a premises record if a premises record does not already exist.

Note: Even if the premises is not enrolled in the Scrapie program, a Scrapie Flock ID or Tag ID must be assigned in order to receive tags.

### Step 2

Use the following information when creating a Premises Supplemental record:

Prem Type = BRD - Breeders (primary source of income - sale of breeding stock)  
CL - Club lamb (primary source of income - sale of club lambs)  
COM - Commercial Breeders (primary source of income - sale of lambs and/or wool)  
FDL - Feedlots  
DRY - Dairy  
OTH - Other  
UR - University research  
ZOO - Zoos

Userfield 1 = TagID (the postal code and number combination that will be printed on the tags. This is the same ID as the flock ID if the flock is a SFCP participant. (Breed codes now are restricted to Userfields 2 and 3 on the premises supplemental record.)

Species = OVI for sheep or CAP for goats

### Step 3

Producers must also have a Status record of **COMP** (complete monitored), **PEND** (pending enrollment), **CERT** (certified), or **SELECT** (selective monitored). These statuses are mutually exclusive; a premises should have only one open status at any given time. An open status is one that does not have a release date. The existence of a Status record distinguishes scrapie enrolled participating premises from non-enrolled nonparticipating premises. The example below shows a Status record of **PEND**.

Developer/2000 Forms Runtime for Windows 95 / NT

Action Edit Block Field Record Query Window Help

WINDOW

DISEASE PROGRAM INFORMATION		PREMISES QUERY	
Disease: SCR <input type="checkbox"/>	L <input type="checkbox"/>	Prem ID: C047	Name: Wineland Nora
Species: OVI <input type="checkbox"/>	L <input type="checkbox"/>	Address: 9379 Weld County Road 84	
Status: COMP <input type="checkbox"/>	L <input type="checkbox"/>	City: Fort Collins	State: CO
		Zip: 80524	County: 123
		County Name: Weld	

Prem Type/Species: FRM ☐ OVI ☐

STATUS INFORMATION		
Prem_id: C047	Prem Type: FRM	Entry State: CO
Prem State: CO	Species: OVI	Iss Ent Date: 28-MAR-2001
Status: PEND <input type="checkbox"/>	Disease: SCR <input type="checkbox"/>	Rel Ent Date:
Iss Nr: 1	Rel Rsn: <input type="checkbox"/>	Ref 1 (Unit):
Iss Rsn: APP <input type="checkbox"/>	Rel Date:	Ref 2:
Enroll Date: 19-FEB-2001	Nr Anim: <input type="checkbox"/>	User 1: <input type="checkbox"/>
Person Id: <input type="checkbox"/>	Es Nr: <input type="checkbox"/>	User 2: <input type="checkbox"/>
Person State: <input type="checkbox"/>	Case Nr: <input type="checkbox"/>	User 3: <input type="checkbox"/>
Test Interp: N <input type="checkbox"/>		

Sample Case Info Status Case Info

Remarks:

Ind id: ☐ Nr Lesions: ☐ NA: ☐

Nr in Lot: ☐ Lesion Ext: ☐ Status Date: ☐

Premises Person New Clear Save Exit

Count: \*1

## Step 4

Individuals, such as extension agents or 4-H leaders, and premises, such as markets or dealers, who wish to receive tags for distribution must have a Premises and a Premises Supplemental record. Use the following information when creating a Premises Supplemental record:

Prem Type = TAGCUS (for tag customer)

Userfield1 = TagID (which may or may not be the same as the premises ID)

Userfield2 = enter the type of person receiving the tags (4-H leader, dealer, extension agent, market, etc.)

Species = OVI for sheep or CAP for goats

A market that distributes scrapie tags will have at least two premises supplemental records.

a. The regular Prem\_type = MKT, prem\_species = OVI or CAP

and

b. Prem\_type = TAGCUS, prem\_species = OVI or CAP



## Step 5

Regulatory veterinarians including VMOs, AVICs and accredited veterinarians must have a Person record in natco. After logging onto natco, access the Person form by selecting the Common Data System, Forms, and CDSPER-Person.

## Step 6

Data entry in the Person form is required in the following fields: PERSON ID, Type, Class, Last Name, First Name. The Class field contains the default value **P**. For the Type field enter **VET** (veterinarian), **AHT** (animal health inspector), **INS** (inspector), or **INV** (investigator). For the Class field enter **F** (federal), **S** (state), or **P** (private).

Developer/2000 Forms Runtime for Windows 95 / NT  
Action Edit Block Field Record Query Window Help

**PERSON** CDSPER

Person

PERSON ID  
000001

**PERSON INFORMATION**

Type: VE Veterinarian Class: P Private

Name: Herriot James Other ID1:  
Last First M Other ID2:

Address: 5000 Hampshire Section:  
Address2: Geo Source:  
City: Ft Collins State: CO Datum:  
Zip Code: Latitude(1y):  
County: Larimer 069 Longitude(1x):

**USER DEFINED INFORMATION**

Code 1:  
Code 2:  
Code 3:  
Remarks: EXAMPLE EXAMPLE EXAMPLE EXAMPLE EXAMPLE EXAMP

**COMMUNICATIONS INFORMATION**

Priority	Comm Type	Communications Information
	Phone	

Version 7.1 6/1/2001

Save Record  
Exit/Cancel No Save

